

24 November 1959

MEMORANDUM FOR: Deputy Director (Plans)  
Deputy Director (Intelligence)

SUBJECT : Initiation and Processing of Personnel Action Requests

1. The Support Procedures Committee, which I formed for the purpose of reviewing our administrative procedures, has reported to me on its study of the procedures now in effect for initiating and processing personnel action requests.

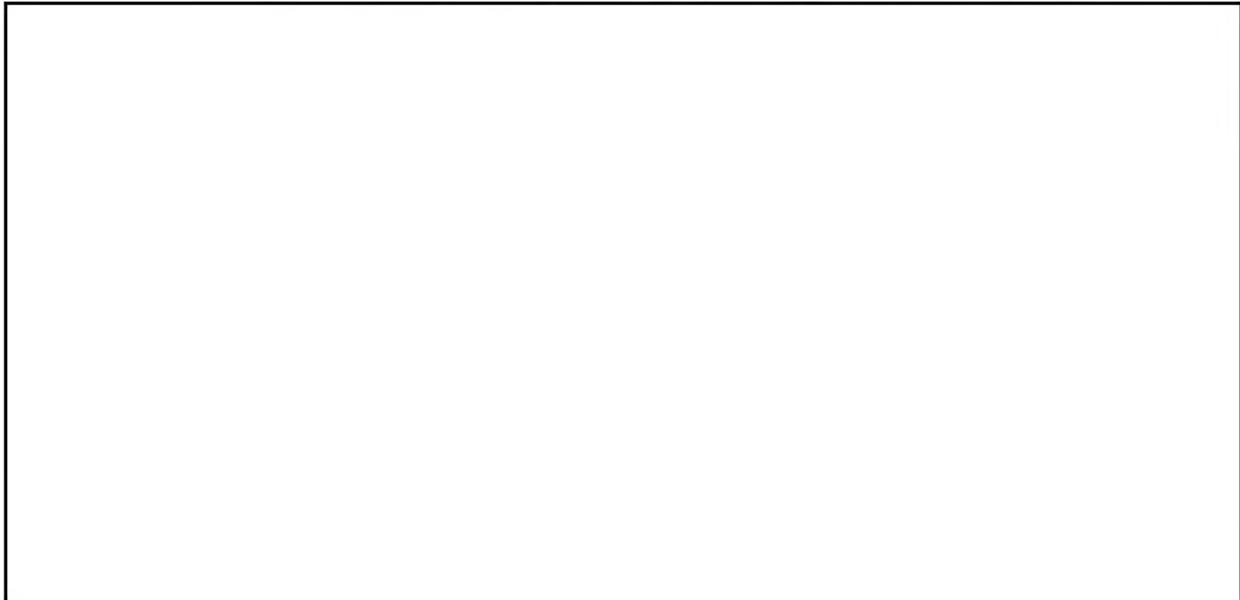
2. The Committee believes that these procedures are overly complicated and that they impose unnecessary administrative requirements on all Agency components. The conclusions developed by the Committee note that:

- (a) the present use of two separate forms to request personnel actions (Form 1150a for new appointments and for all military personnel actions, and Form 1151 for other actions) has resulted in confusion concerning the forms to be employed for initiating personnel action requests;
- (b) the forms call for much information which is not essential for effecting personnel actions. Much of this information relates to the present assignment status of personnel for whom new actions are proposed; data with respect to such present assignments have already been officially documented and no explicit administrative purpose is served by again recording these items when new personnel actions are processed;
- (c) an elaborate but unnecessary series of steps takes place at the time a personnel action is processed in order to produce by mechanical means a partially prepared personnel action request form (Form 1152) for future use when the next personnel action will be requested for the employee concerned. Such partially prepared Forms 1152 are printed as adjuncts to the new personnel action documents (Forms 1150). These future action request forms are completed to the extent that they contain all relevant data reflecting the organizational

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location, position assignment and pay resulting from the new personnel action; the forms are held by the operating components concerned pending their future action--when new personnel actions are requested--at which time the unfilled portion of the request form is completed to set forth the new action desired. While the bulk of the workload resulting from this preparation is centered in the Office of Personnel, in the aggregate, considerable time is consumed among operating components incident to the routing, filing, and retrieving of these materials; and

(4) depending on the kinds of actions requested, a number of routing destinations (Office of Security, Voucherized Payroll and Confidential Posts Payroll) have been established for these forms in addition to the Office of Personnel. These specialized distribution requirements further complicate the procedures for requesting personnel actions and, in fact, have not been consistently effective in carrying the prospects intended. For example, plans for the rotation of personnel have sometimes proceeded almost to final implementation prior to notification to the Office of Security through receipt of copies of personnel action request forms; such belated notice has resulted in personnel hardship and general embarrassment in cases where security ~~concerns~~ <sup>ILLEGIB</sup> cannot be granted.



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4. In order to improve the methods for notifying the Office of Security of proposed personnel actions which require advance clearance, the Committee believes that each Career Service should be made responsible for obtaining such clearance. The individual Career Services would be under obligation to recognize that the planning of such assignments would always entail security approval, and that formal action to obtain such clearance would be among the first steps to be taken. Accordingly, approval by the appropriate Career Service to individual personnel action requests forwarded to the Office of Personnel would reflect the cognizance of the Office of Security.

5. I will appreciate your views concerning the proposals made by the Committee. If it is agreed that the recommended changes should be adopted, I will take the necessary steps to put them into effect.

/s/

L. K. White  
Deputy Director  
(Support)

Attn:

Tab A -- Proposed Request for Personnel Action

EA-DD/S:CEB:bjf (23 Nov 59)

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